



Finance Assistant

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| Job Title | Finance Assistant |
| Location | Finance Office |
| Reporting To | Finance Team Leader |
| Salary Banding | Bucks Pay Scale 4, point 21 – 25 |

Job Purpose

To provide a financial support service to the school.

Main Duties and Responsibilities

1. Purchase Ledger –
 - Scrutinise requisitions to ensure probity and use of best-value suppliers; setting up new suppliers.
 - To process all purchase orders WHS, BBO Maths Hub, NMAPS and any other school-based activities in a timely and efficient manner, including checking of requisitions before producing purchase orders, ensuring that nominal code and fund code are correct.
2. Educational Visits –
 - To administer the financial aspects of Educational Visits, including liaison with the Visit Leader and Educational Visits Co-ordinator.
 - Checking the costings for visits and advising the Visit Leader, ParentPay set-up; transport bookings; manage interface with Private Funds Manager (PFM); journal for admin charges and financial reconciliation of each visit.
 - Oversight of insurance claims; completion of claim form/process; liaison with claimant; monitoring and chasing completion.
3. School Fund –
 - To open and maintain School Fund accounts.
 - To process cheques from the School Fund, managing the process of cheque signing.
 - To reconcile the School Fund accounts against bank statements.
 - To process pledged income from parents, friends and other benefactors.
 - Managing the month end closing process and producing monthly reports and schedules
 - Preparation and filing of online Gift Aid returns
4. Parent Pay - to manage and administer the school's ParentPay service, including liaison with parents and answering their queries; setting up and removal of payments on Parent Pay; downloading and processing PP statements and invoices.
5. Oversee the process of Assisted Instrument Purchases. Check eligibility, ensure correct completion of form, set-up Parent Pay payment, raise requisition and process, arrange collection and signature.
6. Bank Accounts -
 - To administer the collection, recording and banking of income from Educational Visits, school fundraising activities and other school purchases made by students and their parents.
 - Entering payments and receipts from Academy bank accounts into Resource 32000 and producing monthly reconciliations.
7. To follow the procedures and processes in the Finance Handbook in force at the time.

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8. To identify and implement in agreement with the Finance Team Leader changes to processes and procedures that improve the efficiency and effectiveness of the Finance function.
9. To carry out related administrative tasks, including word processing, filing and collating.
10. To undertake all other reasonable duties as required by the Headteacher.

Scope

The scope of the role includes:

- 100+ cost centres
- Currently 1,300+ students
- A wide range of Educational Visits and fundraising activities

Knowledge, Qualifications, Skills and Experience

Knowledge/Qualifications

- Education to Level 3 or above
- Knowledge of finance processes and procedures
- Knowledge of MS Office or equivalent

Skills

- Ability to use discretion and respect confidentiality
- Ability to work independently and as part of a team
- Excellent personal organisation and time management
- Good communication and inter-personal skills
- Able to work quickly and accurately to tight deadlines
- Good word processing, spreadsheet and database skills
- A high standard of spoken and written English
- Proactive and able to work on own initiative.
- Ability to work under pressure and to remain calm in difficult circumstances

Experience

- Experience of working in a school (ideally) or a business office
- Experience of working in a busy environment with people of all ages
- Experience of managing own workload and meeting deadlines

Job Features

Planning and Organising

- Ensuring that purchase orders and invoices are processed in a timely manner
- Planning Educational Visit and fundraising support based on the school calendar and input from Visit Leaders and others
- Balancing ad hoc queries from staff with external, fixed timescales

Decision Making

- Prioritising planned and reactive activities while ensuring delivery timescales are still met

Finance Assistant

Internal/External Relationships

The post-holder would communicate and liaise with the following groups of people:

- All members of the school community, including students, staff, Trustees and parents
- Other schools, the LA and the local community
- Suppliers to the school

Problem Solving

- Resolving issues raised by staff
- Resolving queries from suppliers and customers

Other

None

Organisation Chart

